

Pay Transparency Overview and Checklist for Startups



Pay Transparency Laws Overview

Do the laws apply?		What does the law require?					
Do you have at least one employee based in the following areas (even if working remotely)?	How many employees do you have in total (anywhere)?	Share salary range in job postings that are eligible to be performed in the state	Share salary range to employees for their own position upon request	Share salary range for promotions and internal transfers	Maintain records of wage changes during and after end of employment	Provide pay data by sex, race and ethnicity as part of annual EEO data reporting	These items are due by:
California	1-14		Yes		Yes (3 years)		Jan 1, 2023
	15-99	Yes	Yes	Yes	Yes (3 years)		Jan 1, 2023
	100 or more	Yes	Yes	Yes	Yes (3 years)	Yes	May 10, 2023
New York (NYC, Ithaca, Westchester County)	4 or more	Yes	Yes	Yes	Yes (3 years)		Nov 1, 2022
New Jersey (Jersey City)	5 or more	Yes	Yes	Yes	Yes (2 years)		Jan 1, 2023
Colorado	Any	Yes	Yes	Yes	Yes (2 years)		Jan 1, 2023
Washington (state)	15 or more	Yes	Yes	Yes	Yes (3 years)		Jan 1, 2023
Connecticut	Any		Yes	Yes	Yes (3 years)		Jan 1, 2023
Maryland	Any		Yes	Yes	Yes (3 years)		Jan 1, 2023
Nevada	Any		Yes	Yes	Yes (3 years)		Jan 1, 2023
Ohio (Cincinnati, Toledo)	15 or more	Yes	Yes	Yes	Yes (3 years)		Jan 1, 2023
Rhode Island	Any		Yes	Yes	Yes (3 years)		Jan 1, 2023

Contact Burkland's People Operations team for additional help with pay transparency and other HR support at:

<https://burklandassociates.com/contact>

Checklist on next page →

Our Pay Transparency Checklist for Startups

STEP 1: Compensation Philosophy

- **Compensation Philosophy**

GOAL: Communicate *“Why our company pays what it does”*

- How pay ranges differ by title
- How pay ranges differ by geography
- How the company decides what is paid within a salary range
- How pay changes over time
- How and why pay is different from company to company



- **Implement Compensation Bands**

- Develop bands based on compensation philosophy for current and future use

- **Gap Analysis**

- Ensure current employees are paid in line with compensation philosophy and salary bands
-

STEP 2: Operational Readiness

- **Hiring**

- Decide what is shown in job posting; full or part range, range for some or all locations
- Determine how to provide access to bands to recruiters, hiring managers and people supervisors
- Formalize process for salary negotiation; what positions in range are open to negotiation, how exceptions are handled

- **Employee Sharing**

- Who can request; only states that require transparency, or all
 - What is shared; own bands, adjacent bands, team's bands, all bands
 - When this will be shared; proactive or upon request
 - Who will share the bands; People Partner or Manager
-

STEP 3: Communication

- **People and Talent Training**

- What is required legally
- Approach to pay transparency
- Explaining compensation to candidates and employees
- Rules and processes

- **Manager Training**

- How company decides pay
- Pay transparency during hiring process
- Pay transparency internally

- **All Company (Add to Intranet/Company Wiki)**

- How Company determines pay
- How Company determines during hiring process
- How Company determines over time

